

**Minutes  
Retirement Board Meeting of  
March 29, 2022**

The monthly meeting of the Marlborough Retirement Board was held at 8:15 am, on Tuesday, March 29, 2022, in the Lobby Conference Room at 289 Elm Street, Marlborough, Massachusetts. Board Members Present: Gregory Brewster, Diane Smith, and Daniel Stanhope. Also present: Beth Matson.

**The meeting was called to order at 8:15 a.m.**

**Executive Session:** At 8:16 a.m. Diane Smith made a motion to close the Public Meeting and open an Executive session under purpose 7 of the Open Meeting Law for the purpose of Reviewing an Accidental Disability Retirement Application and Medical Records for the purpose of requesting a medical panel. The Executive session is expected to last 15 minutes, and the Board will return to Open meeting upon completion. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Return to Open Meeting.** At 8:30 a.m. the Board returned to Open Meeting. Daniel Stanhope made a motion to request a Medical Panel for the Accidental Disability Applicant. Diane Smith seconded the motion. **Vote: Unanimous 3-0.**

**Approval of Warrants.** The Board carefully reviewed the warrants for the month of March: Retiree Payroll warrant \$1,360,608.88; Vendor warrant \$69,365.23 Refund Warrant \$73,974.59 and Staff Payroll warrant \$15,412.36. Diane Smith made a motion to approve the March warrants. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0**

**Approval of minutes.** The Board carefully reviewed the minutes for the meeting of February 22, 2022. Diane Smith made a motion to approve the minutes of the February Board meeting and place them on file. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Financial Review.** The Board carefully reviewed the following reports:

- a. Operating Budget as of February 2022
- b. Cash Reconciliation for the Months ending January and February 2022

The Board was advised that the Accounting for December will likely be presented at the end of April when the accounting close of the year ended 2021 has been completed.

Diane Smith made a motion to accept the reports and place them on file. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0**

**Approval of new members.** The Board received 1 application for membership from the City: Jeffrey Monahan, Equipment Operator. The Board received 12 applications for membership from the School: Andrew Valles, Para-Educator - Taysha Marinho-Santa, Behavior Tech - Estela Fernandes, Translator - Victoria Colleton, Behavior Tech - Christine Pocas, Para-Educator - Jennifer Oliveria, Behavior Tech - Kylee Lewis, Para-Educator - Elizabeth Smith, HR Generalist - Karina Morales, Cafeteria Helper - Gilliane Mensah, Behavior Tech - Kiares Peromo, Behavior Tech, and Kelly Johnson, Behavior Analyst. Diane Smith made a motion to approve all 13 applicants for membership. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Approval of retirements.** The Board received 2 applications for superannuation retirement. David D'Amico, Battalion Chief, is retiring after 36 years, 4 months with the Fire Department on February 28,

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2022 with an Option C benefit. Catherine Schlehuber is retiring after 12 years, 1 month as a Cafeteria Manager with the School Department on March 1, 2022 with an Option B benefit. After a review of pertinent information, Diane Smith made a motion to approve the retirements and place them of file. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Approval of refunds and rollovers.** The Board received 1 Application for a refund from Sean McRae. Mr. McRae was a dispatcher at the Police Department with 1 year, 6 months of creditable service, and \$7,595.79 in his annuity savings account. The Board also received 3 Applications for Rollovers from: Christopher Surdyka, Sr. Clerk with Inspectional Services. Mr. Surdyka has 5 months of creditable service and \$2,001.66 in his annuity account. Patricia Jones, Human Resources from the School Department with 8 months of creditable service and \$3,212.70 in her annuity savings account. Samantha West, Behavior Tech from the School Department with 10 months of creditable service and \$2,042.05 in her annuity savings account. Diane Smith made a motion to approve all of the refunds and rollovers and place them on file. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Request for Transfers.** The Board received 5 requests for Transfers: MA Teacher's Retirement System requested the transfers of Gabriella Goguen, Para-Educator with 2 years, 10 months of creditable service and \$5,485.32 in her annuity savings account, Alexys, Teoh, Para-Educator with 2 years, 7 months of creditable service and \$5,284.62 in her annuity savings account, and Karen Ortega, Interpreter with 2 years, 2 months of creditable service and \$6,100.61 in her annuity savings account. The Natick Retirement Board requested the transfer of funds from Catherine Pina, Academic Coach with 1 years of creditable service and \$2,987.82 in her annuity savings account. The Worcester Retirement Board requested the transfer of funds from Nicholas Castellone, Equipment Operator with 6 years, 6 months of creditable service and \$39,264.02 in his annuity savings account. Diane Smith made a motion to approve all 5 requests to transfer and place them of file. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Request for Make-up.** Elizabeth Leonard made a request to purchase 7 years of creditable service for a period during which she was a part-time Para Educator with the School Department. Diane Smith made a motion to table this item. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Request for Liability.** The Board received a request for Liability from MA Teacher's Retirement for the benefit of Brenda Malone. Diane Smith made a motion to approve 2 years liability for Brenda Malone. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Deceased Members.** The Board was advised of and acknowledged the death of Joanne Cunningham, Cafeteria Manager for the School Department on March 14, 2022. Ms. Cunningham retired on June 16, 2006 with an option B benefit. Diane Smith made a motion to acknowledge and place on file. Dan Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Discussion of Staff/Office Matters.**

**Application for Retirement from Catherine McNeil.** Diane Smith made a motion to table this item. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Increasing the COLA Base.** Diane Smith made a motion to table this item. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**FY23 COLA for Retirees.** Diane Smith made a motion to table this item. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

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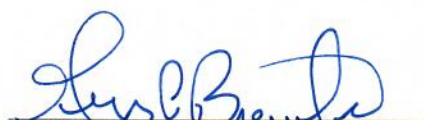
**New Printer.** The purchase price for a new printer in the office is \$3,454.00. The printer will be leased for 3 years at \$1,209.82 per year, and the Office will own the printer at the end of the lease. Diane Smith made a motion to approve the purchase of the new printer. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**


**PERAC Correspondence.** The Board was provided with PERAC Memo #9 – Extension of Open Meeting Law Waivers, PERAC Pension News # 59, and a Notice under M.G.L. c 32. §15. Diane Smith made a motion to accept and place on file. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**


**Correspondence.** The Board received Notice of an Accidental Disability Application in progress, and a Notice that there is a Worker's Compensation Settlement pending for one of our members. Diane Smith made a motion to accept and place on file. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**New Business/ Old Business (Reserved for Topics Not Anticipated by the Chairman)** Beth Matson reminded Board Members that their Statement of Financial Interest will be due to PERAC soon, and that the Office requires a copy of their Conflict-of-Interest training certificate.

**Adjourn.** Diane Smith made a motion to adjourn the meeting at 9:15 a.m. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0**

  
Gregory P. Brewster, Chairman

  
Diane Smith, Ex-Officio

  
Daniel Stanhope, Appointed Member